

BEHAVIORAL HEALTH RESIDENTIAL INITIAL CHECKLIST

This checklist is not a substitution for the rules. The licensee is responsible for complying with all applicable rules and statutes

<i>Environmental</i>	<i>Yes-No-N/A-Comments</i>
<u>DOCUMENTS “CONSPICUOUSLY” POSTED</u>	
In areas easily viewed by residents	
Location identified for posting Facility License?	
Resident Rights & Requirements?	
The location at which inspection reports required in R9-10-720(C) are available for review or can be made available for review?	
Calendar days and times when a resident may accept visitors or make telephone calls?	
Evacuation Paths/Maps posted on each hallway of each floor of Facility?	
Sample Menu?	
Signs designating smoking areas?	
<i>Emergency and Safety Standards</i>	
Fire alarm system and sprinkler system installed or alternative method to ensure safety approved by local jurisdiction	
<i>Environmental Standards</i>	
Facility free from unsafe condition or situations that may be harmful to residents?	
Do resident bathrooms have a working toilet, toilet paper, paper towels or mechanical hand dryers (if shared), soap dispenser, window that opens or other ventilation, a door for privacy, and non-porous and non-slip shower/tub surfaces?	
Do resident bathrooms have shatter-proof mirrors?	
Do bedrooms have a bed with frame at least 36” X 72” with mattress, both clean & in good repair, clean linen – mattress pad, bedspread, sheets to fit bed, pillows & cases, waterproof mattress covers as needed & blankets, adjustable window coverings allowing privacy, sufficient light for reading, clothing storage space, storage for personal items?	
Do bedrooms have a clothing rod or hook designed to minimize the opportunity for a resident to cause self-harm?	
Hot water temperatures in areas used by residents between 95-120°F?	
A/C and heat maintained between 70-84°F?	
Garbage/refuse containers covered & contain plastic bags?	
Covered containers for facility storage of soiled linen/clothing? Soiled linen/clothing stored separate from clean linen/clothing? Away from food storage, kitchen & dining areas?	
Does the facility have a pest control program in place?	
Refrigerators have accurate thermometers +/- 3°?	
Refrigerator temperatures 41°F or <?	
Frozen foods stored at 0°F or <?	

Is there sufficient supply of silverware, utensils, equipment, dishes, glasses and cups? In good repair?	
Is there a locked area to store medications?	
Current drug reference and toxicology reference guides are available?	
Is there a locked area for storage of poisonous/toxic materials, combustible or flammable liquids & hazardous materials?	
Is the facility clean?	
Is lighting sufficient in common areas for resident safety and for personnel members to monitor resident activity?	
Is there a swimming pool on the premises? Do any windows open into pool area? Enclosed by at least a 5' high wall or fence? No vertical openings > 4" across? No horizontal openings between ground & bottom of fence >4"? Has a gate: self-closing, self-latching, opens out away from pool, latch is 54" or > from ground, locked?	
Is there a life preserver or shepherd's crook accessible in pool area?	
Will residents use pool? If so, is pool water quality testing material & documentation available?	

Administrative	
Scope of Services & qualifications of an administrator	
<u>POLICY & PROCEDURE MANUAL THAT COVERS:</u>	
Personnel/Employee/Volunteer Job descriptions including duties, qualifications, education & experience, required skills/knowledge	
Personnel/Employee/Volunteer orientation and in-service education required	
How personnel submit a complaint related to resident care	
Requirements in A.R.S. Title 36, Chapter 4, Article 11 (Fingerprinting)	
CPR and First Aid (refer to R9-10-703.C.1.e and R9-10-706.I)	
Method to identify if resident is receiving BH and physical health services as ordered	
Resident Rights including how to assist a non-English speaking resident or resident who has a disability to become aware of resident rights	
How and when a resident or representative is informed of resident rights and where they are posted	
Steps for a resident to file a complaint and the facility to respond to the complaint	
Health Care Directives	
Medical records including personnel authorized to make an entry, individuals authorized to access medical record (and maximum time-frame to retrieve a requested medical record), and how a medical record is protected from loss, damage, or unauthorized use	
Electronic medical records if used by the facility	
Quality management program (refer to R9-10-704), including incident reports and supporting documentation	
Contracted services	

When an individual may visit a resident	
Resident screening, admission, assessment, treatment plan, transport, transfer, discharge planning, and discharge	
Provision of BH services and physical health services	
When general consent and informed consent are required	
Emergency safety responses	
Resident personal funds account (refer to R9-10-703.M.1.a-e)	
Respite services	
Infection control	
Resident time out (refer to R9-10-714)	
Resident outings (refer to R9-10-713.B)	
Environmental services that affect resident care including cleaning/disinfecting to prevent, minimize, and control illness or infection	
Whether pets and other animals are allowed (refer to R9-10-703.C.2.n.o.i-ii)	
Receiving a fee from a resident and refunding a fee to a resident	
Obtaining resident preferences for social, recreational, or rehabilitative activities and meals and snacks	
Security of resident possessions	
Smoking and use of tobacco products on the premises	
Responding to a resident's sudden, intense, or out-of-control behavior	
Entering/exiting the premises for residents, personnel, and other individuals	
Responding to immediate and unscheduled BH and physical health services	
Criteria for determining when a resident's absence is unauthorized (AWOL)	
Transport/transfer	
Requirements in R9-10-115 (BHPPs, BHTs, clinical oversight)	
Disaster plan includes requirements in R9-10-720.B.1.a-d	
Medication Services Policy and Procedures cover:	
Dispensing and administering medication, assistance in the self-administration, preventing diversion of controlled substances, and prescribing a controlled substance to minimize substance abuse by a resident	
Providing information to a resident about medication prescribed for the resident (refer to R9-10-718.1.a.i-iv)	
Preventing, responding to, and reporting a medication error, an adverse reaction to a medication, or a medication overdose	
Resident's medication regimen reviewed by a medical practitioner to ensure the resident's needs are met	
Documenting medication administration and assistance in the self-administration of medication	
Monitoring a resident who self-administers medication	
Assisting a resident in obtaining medication	
If applicable, procedures for providing medication off the premises	
Receiving, storing, inventorying, tracking, dispensing, and discarding medication, including expired medication	
Discarding or returning prepackaged and sample medication to the manufacturer if requested by the manufacturer	

Medication recall and notification of residents who received recalled medication	
Storing, inventorying, and dispensing controlled substances	
Policies and procedures for assistance in self-administration of medication are reviewed and approved by a medical practitioner or registered nurse	
Policies and procedures for medication administration are reviewed and approved by a medical practitioner and include: individuals who may order medication, administer	

<i>Personnel Records include:</i>	
Records to be reviewed: Administrator, BHP, RN, RD, BHTs, BHPPs, all personnel working at facility	
Name, date of birth, contact telephone number	
Date of hire	
Position	
Individual's qualifications, skills, knowledge, education, and experience applicable to the individual's job duties	
Employee orientation	
Individual's license or certification if required for position	
Fingerprint documentation	
CPR and First aid training	
Negative TB documentation	
Medication Services training	
Training in crisis intervention if applicable (refer to R9-10-716.F)	

<i>Additional Documents:</i>	
Fire Inspection	
Food Establishment license if applicable	
Personnel schedule	
Resident forms	
Disaster drill and Evacuation drill forms	